



**Normal Public Library - Board of Trustees
Monthly Meeting Agenda**

**November 17, 2021 at 6:00 p.m.
Normal Public Library Community Room**

1. Review of the Agenda: Corrections or Additions
2. Approval of the Minutes of the Previous Meeting (Action)
3. Approval of Expenditures (Action)
4. President's Report
5. Public Comment
6. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
7. Library Director's Report

8. New Business
 - A. Revised Closed Dates 2021 (Action)
 - B. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (Discussion)
 - C. Board Planning (Discussion)
 - D. Executive Session: Approval of Executive Session Minutes [Section 2(c)(21)] (Action)
 - E. Facility Tour (Discussion)

9. Unfinished Business
 - A. Abatement Update (Discussion)

10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: December 15, 2021
13. Adjournment

The Board of Trustees of Normal Public Library may attend the regular meetings of the Normal Town Council and/or special Council meetings, work sessions and other events, all scheduled as needed.

**Minutes of the Board of Trustees
Normal Public Library
October 20, 2021**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, October 20, 2021. The meeting convened at 6:00 pm, President Jess Ray, presiding.

Members Present: Jess Ray, President, Jd Davis, Secretary, Erin Ripley-Gataric, Lynda Lane, Beth Robb, Amy Ersland

Members Absent: Katelyn Trunnell, Vice President

Library Staff Present: Brian Chase, Library Director, Tori Melican, Director of Children's Services, Laura Golaszewski, Community Engagement Manager, and Jennifer Williams, Technical Services Manager.

Community Members Present: None

Review of the Agenda: No additions or corrections.

Approval of Minutes: Ms. Robb moved to approve the minutes of the September 8, 2021 meeting. Ms. Lane seconded.

Motion carried 5-0, Mr. Ray, abstaining due to absence.

Approval of Expenditures: Ms. Ripley-Gataric moved to approve the expenditures totaling \$115,934.52 from September 1, 2021 to October 13, 2021 and two payrolls for the month of September totaling \$145,446.74. Ms. Lane seconded.

Motion carried 6-0.

President's Report: Mr. Ray welcome Amy Ersland to the Board and congratulated Tori Melican for her upcoming retirement. He thanked the staff of NPL for their continued support.

Public Comment: None

Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:

Foundation: Ms. Ripley-Gataric reported on the September meeting. The Foundation is continuing their goal to assist in the implementation of the Dolly Parton Imagination Library initiative with county-wide support. Mr. Chase noted that the annual campaign was beginning, and asked the Board to send him any donor suggestions.

Library Advocacy: Terry Lindberg was invited to assist with the advocacy efforts. Ms. Robb and Mr. Lindberg are planning for future conversations with potential advocates. Ms. Lane recommended that

she step down from the committee and allow Ms. Robb to continue with advocacy efforts in a liaison capacity.

Library Planning: Meets Friday, October 22, 2021.

Library Director's Report:

Mr. Chase welcomed staff members Laura, Tori, and Jennifer to the meeting. Ms. Ersland gave a brief personal introduction to the Board. Mr. Chase then detailed the items in his report.

New Business

2022 Closed Dates (Action)

Mr. Chase explained the rationale of the choices, including closing on the Monday after Christmas and closing at 5pm on the Wednesday before Thanksgiving. Ms. Davis asked about Juneteenth, and Mr. Chase confirmed that the leadership team discussed the option and decided to stay open and host programs for our community. When the Library personnel policy is next discussed, Juneteenth may become a floating holiday with Board approval.

Ms. Lane moved to approve the 2022 Closed Dates, and Ms. Ripley-Gataric seconded.

Motion carried 6-0.

FY2021 Audit (Action)

Mr. Chase noted that the Library audit went well, and that one potential concern is the operating reserve fund balance. This is why the Special Reserve Fund is on the agenda for this meeting. Ms. Lane asked whether any staff members were knowledgeable of the audit or finance processes, and Mr. Chase explained the Business Manager role as well as the purchasing process of the Library.

Ms. Lane moved to approve the FY2021 audit, and Ms. Robb seconded.

Motion carried 6-0.

Abatement Monitoring Contract (Action)

Mr. Chase explained the need to retain the expertise of BL McKee Environmental for the abatement project. Ms. Lane asked about the waste removal. Mr. Chase detailed that the aforementioned company will oversee that the project, including waste removal, is completed properly, but will not perform the actual abatement.

Ms. Robb moved to approve the Abatement Monitoring Contract with BL McKee Environmental, and Ms. Ripley-Gataric seconded.

Motion carried 6-0.

Special Reserve Fund Transfer (Action)

Mr. Chase informed the Board that there is approximately \$1.9 million in the Special Reserve Fund currently, but that may not be enough to complete all potential projects related to the abatement process. Town legal representatives confirmed that moving \$1.3 million from the Operating Fund Balance to the Special Reserve Fund is acceptable. This allows the Library flexibility in future projects, while keeping within the \$4 million cap originally set forth by the Board.

Ms. Ripley-Gataric moved to approve a \$1.3 million transfer from the Operating Fund Balance to the Special Reserve Fund. Ms. Lane seconded.

Motion carried 6-0.

Executive Session: Approval of Executive Session Minutes [Section 2(c)(21)] (Action)

Tabled until the November 2021 regular meeting of the Board.

Unfinished Business

Abatement Update (Discussion)

Mr. Chase explained the current abatement situation. He expects Board action may be needed at the December meeting.

Next meeting agenda

Approval of Executive Session Minutes from the September 8, 2021 Special Meeting

Tour of the Library

Board Comments and Concerns

The Board discussed outreach initiatives, lesser known Library amenities, and a future tour of the Library to prepare for the upcoming bid. The Library has also considered a Founders' Day celebration.

Adjournment

Mr. Ray adjourned the meeting at 7:30 pm.

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 10/14/2021-11/06/2021

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	226.00
US BANK/P-CARD	Donor Database - 12 mth S	417.40
US BANK/P-CARD	NPL Foundation Fundraiser	40.79
Library Fund	- Total	684.19

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	FLEX TAPE BLACK 12"X10'	44.99
AEP ENERGY	ENERGY USAGE	4,149.70
BAKER & TAYLOR COMPANIES	ADULT BOOKS	1,470.36
BAKER & TAYLOR COMPANIES	ADULT BOOKS-15	249.46
BAKER & TAYLOR COMPANIES	ADULT BOOKS-3	33.71
BAKER & TAYLOR COMPANIES	ADULT BOOKS-32	493.99
BAKER & TAYLOR COMPANIES	ADULT BOOKS-9	170.87
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	1,344.80
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOK	10.76
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	25.51
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	71.15
BLACK BOOK	NEW CAR PRICE POINT	399.00
BLACKSTONE PUBLISHING	TALKING BOOKS ON CD'S	221.63
BRODART COMPANY	ADULT BOOK	42.53
BRODART COMPANY	BOOK SUPPLIES	297.15
BRODART COMPANY	BOOK/BAR CODE PROTECT TPE	1,052.06
CENGAGE LEARNING INC	ADULT BOOKS	365.11
CENGAGE LEARNING INC	ADULT LARGE PRINT BOOKS	425.85
CENGAGE LEARNING INC	LARGE PRINT BOOK	28.79
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	45.00
CENTER POINT LARGE PRINT	S.O./LARGE PRINT ADULT BK	186.96
CENTRAL SUPPLY CO	NOZZLE FOR SPRAY GUN	55.60
COMMUNICATION REVOLVING FUND	IP ADDRESS-COMM SRVS 9/21	50.00
EBSCO SUBSCRIPTION SERVICES	CREDIT FOR 3 MAGAZINES	-79.89
EBSCO SUBSCRIPTION SERVICES	CREDIT FOR 3 SUBSCRIPTION	-663.56
EBSCO SUBSCRIPTION SERVICES	MAGAZINE SUBSCRIPTIONS	8,279.05
EBSCO SUBSCRIPTION SERVICES	NAT'L GEOGRAPHIC KIDS-2	12.25
EBSCO SUBSCRIPTION SERVICES	PUBLISHER'S WEEKLY PRINT	22.00
EDUCATIONAL DEVELOPMENT CORPORATION	CHILDREN'S BOOKS	13.98

Report to Receive and File Town of Normal Expenditures for Payment as of 10/14/2021-11/06/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
FINDAWAY WORLD LLC	ADULT AUDIO BOOKS-PLAYAWY	509.92
FINDAWAY WORLD LLC	AUDIOBOOKS-PLAYAWAYS	127.48
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
INGRAM LIBRARY SERVICES	ADULT BOOK	41.03
INGRAM LIBRARY SERVICES	ADULT BOOKS	22.92
KROGER-INDY CUSTOMER CHARGES	SUPPLIES-WATER	8.90
LIBRARY FURNITURE INT'L INC	INSTALL END PANELS/SHELVS	15,666.00
MCLEAN CO CHAMBER OF COMMERCE	MARKETING-NEW RESIDENTS	250.00
MENARDS	LATCH BOX,GOGGLE,BATTERY	72.82
MENARDS	SUPPLIES	38.89
MENARDS	WIPES,VINEGAR	20.05
MILLER JANITOR SUPPLY	JANITORIAL SUPP-LIBRARY	219.58
OVERDRIVE, INC	DIGITAL CONTENT	1,792.15
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS	259.92
STUARD & ASSOCIATES INC	YEARLY INSPECT-ELEVATOR	220.00
Sylvia Shults	PERFORMING FOR LIBRARY	100.00
US BANK/P-CARD	Adult Books - Patron Req.	77.08
US BANK/P-CARD	Advertising on Facebook -	84.03
US BANK/P-CARD	Annual Data Service for 1	129.00
US BANK/P-CARD	Chat Service Monthly Fee	10.00
US BANK/P-CARD	Childrens Books (10)	109.74
US BANK/P-CARD	Childrens Books - Patron	67.91
US BANK/P-CARD	Childrens STEAM CLUB - Ba	38.32
US BANK/P-CARD	Credit for Ret. Music CD	-27.99
US BANK/P-CARD	EaseUS MobiMover Software	74.32
US BANK/P-CARD	For outreach	15.00
US BANK/P-CARD	Hand Lotion - Vaseline In	35.64
US BANK/P-CARD	ILA Trustee 2021 Membersh	75.00
US BANK/P-CARD	Library Van - Wash-Hot W	16.00
US BANK/P-CARD	Metal Nametag w/Magnet Fa	12.00
US BANK/P-CARD	New DVD Rel. - A DARK FOE	13.99
US BANK/P-CARD	New DVD Rel. - CRUELLEA-F9	189.91
US BANK/P-CARD	New DVD Rel. - FOREVER PU	53.97
US BANK/P-CARD	New DVD Rel. - GREEN KNI	109.95
US BANK/P-CARD	New DVD Rel. - HABIT (1)	12.96
US BANK/P-CARD	New DVD Rel. - HOW IT ALL	14.95
US BANK/P-CARD	New DVD Rel. - LADY OF TH	27.98
US BANK/P-CARD	New DVD Rel. - LAST CALL	19.89

Report to Receive and File Town of Normal Expenditures for Payment as of 10/14/2021-11/06/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New DVD Rel. - ROADRUNNER	17.99
US BANK/P-CARD	New DVD Rel. - SPACE JAM-	201.89
US BANK/P-CARD	New DVD Rel. - SURVIVE TH	13.99
US BANK/P-CARD	New DVD Rel. - THE POWER	13.99
US BANK/P-CARD	New DVD Rel. - TWIST (2)	19.98
US BANK/P-CARD	New Music CD Rel. - BEAM	13.90
US BANK/P-CARD	New Music CD Rel. - CRAZY	27.99
US BANK/P-CARD	New Music CD Rel. - HUMAN	13.59
US BANK/P-CARD	New Music CD Rel. - IF I	11.29
US BANK/P-CARD	New Music CD Rel. - LOVE	13.59
US BANK/P-CARD	New Music CD Rel. - REMEM	11.98
US BANK/P-CARD	New Music CD Rel. - RESPE	11.29
US BANK/P-CARD	New Music CD Rel. - SCREE	13.49
US BANK/P-CARD	New Music CD Rel. - STAR-	10.97
US BANK/P-CARD	New Music Rel. - MERCURY	11.97
US BANK/P-CARD	New TV Rel. - US (1)	26.99
US BANK/P-CARD	New TV Rel. - BULL S.5 (34.99
US BANK/P-CARD	New TV Rel. - NANCY DREW	34.99
US BANK/P-CARD	New TV Rel. - THE BLACKLI	34.48
US BANK/P-CARD	New TV Rel. - WHEN CALLS	19.99
US BANK/P-CARD	Online Software Storage S	9.99
US BANK/P-CARD	Orange carvable foam pump	78.30
US BANK/P-CARD	Original receipt that sto	61.87
US BANK/P-CARD	Patron Req. - Adult Books	28.98
US BANK/P-CARD	Patron Req. - Music CD -	11.99
US BANK/P-CARD	Podcast Hosting service	15.00
US BANK/P-CARD	Postage for mailing Board	15.36
US BANK/P-CARD	Program Supplies - Crafts	21.90
US BANK/P-CARD	Program Supplies - Wood S	27.25
US BANK/P-CARD	Program Supplies for Take	13.93
US BANK/P-CARD	Promotions on Facebook -	20.51
US BANK/P-CARD	Repl. Battery for Mobile	16.82
US BANK/P-CARD	Repl. DVD - THE WALTONS	23.98
US BANK/P-CARD	Retractable Key Holder (10.50
US BANK/P-CARD	Sign and Sing Story time	240.00
US BANK/P-CARD	Snow removal gear for fac	91.31
US BANK/P-CARD	Standard VR Expeditions L	1,506.75
US BANK/P-CARD	Store charged taxes by mi	-32.23

Report to Receive and File Town of Normal Expenditures for Payment as of 10/14/2021-11/06/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Supplies - USB-Tape	55.97
US BANK/P-CARD	Supplies for Adult Progra	46.32
US BANK/P-CARD	Supplies for Childrens Pr	248.23
US BANK/P-CARD	Tax Refund - EaseUS MobiM	-4.37
US BANK/P-CARD	Yarn Pumpkin Program - Ta	71.48
US BANK/P-CARD	ZoomText Keyboards for Pu	293.90
WALMART COMMUNITY BRC	CHILDRENS DEPT SUPP/DVD'S	220.46
WATTS COPY SYSTEMS, INC.	B/W,COLOR COPIES	431.08
Library Fund	Library Administration - Total	43,540.66

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Samsung Tab S6 Lite 64GB-	419.98
US BANK/P-CARD	Wireless Keyboard for iPa	85.99
Library Replacement Fund	Library Administration - Total	505.97

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
STUDIO GC INC.	PLANNING	1,950.00
Library Special Reserve	Library Administration - Total	1,950.00
Overall - Total		46,680.82

**Director's Report
November 17, 2021**

1. Monthly Financial Report

Revenue: The October operating revenues were down 0.7% compared to this time last year.

Expenses: A report showing expenses totaling \$46,680.82 from October 14 to November 6 is included in this packet. Three October payrolls totaled \$217,050.56.

2. Circulation

Total circulation for October was 54,553.

3. Abatement Project

Abatement of asbestos above the ceiling in the east half of our facility will require replacement of, at a minimum, ceiling tile, grid, and grilles. StudioGC Architects are working on bid documents for this project. Staff are planning for off-site operations and seeking programming spaces to ensure continued service to the community throughout this project. We will optimize the outcome of this project in terms of accessibility, shelving, furniture, and design. Bid documents are being finalized, with complications caused due to the potential removal of fiber board ductwork located within some walls. We are aware of supply chain issues that could affect the timeline of this project.

4. FY2022-FY2027 Budget

Changes may occur as we move through the budget process, and as we learn more about our abatement project, including how we will operate during that time and the scope of possible improvements to our facility.

5. FY2022 Illinois Public Library Per Capita Grant

The Illinois State Library recently released the application for the FY2022 Illinois Public Library Per Capita Grant. Similar to last year, we must report on our status in meeting the standards for Illinois public libraries, as defined in *Serving Our Public 4.0: Standards for Illinois Public Libraries*. I propose the application be discussed at the November meeting, then approved at the December meeting so it may be submitted ahead of the January 15, 2022 deadline. Included in this packet is our most recent status report regarding the standards.

6. COVID Update

We continue to expand offerings of services and programs, with the goal of ensuring the health and safety of both patrons and staff. Programming in the parks, at the Community Activity Center, and in the library have been successful. Additional seating and tables have been added to the main floor. Recently we added more seating in the periodical room.

7. Board Planning

I would like to discuss the possibility of the Board conducting a planning session in early 2022.

8. Normal Public Library Foundation Annual Campaign

The NPL Foundation's annual campaign is underway! Please help us spread the word.

9. Website Update

In December we will begin an update and enhancement of our website. Please share any thoughts regarding this project. Keep in mind that our online catalog is a separate application managed by our consortium and their vendor.

10. Public Printers and Photocopiers

Soon our printing and photocopying services will be improved. New photocopiers, which will also serve as public printers, are scheduled to be installed on November 11. This upgrade will eliminate the need for a separate print-release station, and add the ability to pay for printing or copying via credit card – in addition to cash. Print jobs will be sent directly to the photocopiers, where they can be released via touch screen tablets connected to each unit.

11. 2021 Closed Dates - Revision

We have one proposed revision to the 2021 Closed Dates. Per our Personnel Policy, we should be closed on Friday, December 31, in celebration of January 1, 2022. This proposed change is on the agenda for your consideration.

12. Congratulations to Tori Melican

Tori will officially retire on December 14 concluding a wonderful career that has positively impacted countless children in the community through her great service, amazing programming, and genuine care for people. We are incredibly grateful for Tori's decades of service to Normal Public Library and to the greater community. We wish Tori a wonderful retirement!



Revenue & Expense Report

Account

All

Fiscal Year

FY2021-22

0

7

April - October

Revenue

YTD Revenue Pivot

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
221-Library Fund	4,065,523.00	4,065,523.00	3,957,542.19	97.34%	3,985,535.81	-0.70%
31110-Property Tax	3,845,800.00	3,845,800.00	3,707,280.50	96.40%	3,792,843.25	-2.26%
31530-State Replacement Revenue	110,100.00	110,100.00	132,699.37	120.53%	89,995.38	47.45%
33260-State Grants	65,621.00	65,621.00	87,433.08	133.24%	65,621.25	33.24%
34720-Photocopy Fees	2,000.00	2,000.00	3,591.05	179.55%	42.85	8280.51%
34750-Replacements Books/AV	5,000.00	5,000.00	3,311.16	66.22%	1,169.72	183.07%
38210-Investment Income	36,602.00	36,602.00	21,467.40	58.65%	28,850.03	-25.59%
38530-Donations	200.00	200.00	1,665.00	832.50%	75.00	2120.00%
38910-Miscellaneous	200.00	200.00	94.63	47.32%	6,938.33	-98.64%
222-Library Replacement Fund	92,614.00	92,614.00	43,201.87	46.65%	52,193.46	-17.23%
38210-Investment Income	20,623.00	20,623.00	12,086.80	58.61%	14,007.90	-13.71%
39192-Transfer From	71,991.00	71,991.00	31,115.07	43.22%	38,185.56	-18.52%
223-Library Special Reserve	10,023.00	10,023.00	4,425.65	44.15%	3,701.98	19.55%
38210-Investment Income	7,523.00	7,523.00	4,425.65	58.83%	3,701.98	19.55%
38910-Miscellaneous	2,500.00	2,500.00				
Total	4,168,160.00	4,168,160.00	4,005,169.71	96.09%	4,041,431.25	-0.90%

Expense

YTD Expense Pivot

Revenue & Expense Report

Account

All

Fiscal Year

FY2021-22

0

7

April - October

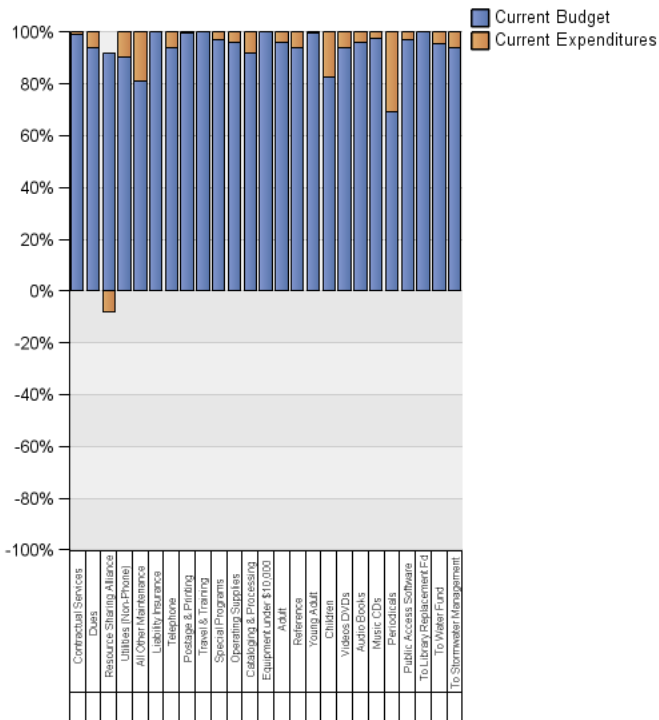
Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
221-Library Fund	4,129,544.00	3,796,845.00	1,846,023.98	195,317.09	2,041,341.07	1,755,503.93	1,946,740.18	46.24%
10-Administration	4,129,544.00	3,796,845.00	1,846,023.98	195,317.09	2,041,341.07	1,755,503.93	1,946,740.18	46.24%
222-Library Replacement Fund	177,000.00	223,650.00	7,805.97	0.00	7,805.97	215,844.03	203,833.39	96.51%
10-Administration	177,000.00	223,650.00	7,805.97	0.00	7,805.97	215,844.03	203,833.39	96.51%
223-Library Special Reserve	1,000.00	972,181.00	64,379.06	16,467.64	80,846.70	891,334.30	108,156.16	91.68%
10-Administration	1,000.00	972,181.00	64,379.06	16,467.64	80,846.70	891,334.30	108,156.16	91.68%
Total	4,307,544.00	4,992,676.00	1,918,209.01	211,784.73	2,129,993.74	2,862,682.26	2,258,729.73	57.34%

Town of Normal
 Current Cash Equivalents and Investments Subsidiary Ledger
 As of October 31, 2021

Fund Name	Fd #	Investment Type	Security Number	Purchased Date	Due Date	Stated Yield	Actual Yield	Amount Paid	Face Value	Market Price	Market Value
Normal Library Fund	221										
	221										
Normal Library Fund	221	US Bank Money Market Account	105991370				0.00%	\$17,619.71	\$17,619.71	100.000%	\$17,619.71
Normal Library Fund	221	US Bank Investment Managed Account	105991370				1.19%	\$2,995,239.93	\$2,997,918.85	100.170%	\$3,003,007.91
								\$3,012,859.64	\$3,015,538.56		\$3,020,627.62
Library Equipment Replacement Fund	222										
	222										
Library Equipment Replacement Fund	222	US Bank Money Market Account	105991370				0.00%	\$9,210.06	\$9,210.06	100.000%	\$9,210.06
Library Equipment Replacement Fund	222	US Bank Investment Managed Account	105991370				1.19%	\$1,687,641.52	\$1,689,150.93	100.170%	\$1,692,018.32
								\$1,696,851.58	\$1,698,360.99		\$1,701,228.38
Library Special Reserve	223	US Bank Money Market Account	105991370				0.00%	\$821.19	\$821.19	100.000%	\$821.19
Library Special Reserve	223	US Bank Investment Managed Account	105991370				1.19%	\$615,651.03	\$616,201.65	100.170%	\$617,247.67
								\$616,472.22	\$617,022.84		\$618,068.86
Total Lib Funds								\$5,326,183.44	\$5,330,922.39		\$5,339,924.85

Budget to Actual Expenditures

Library - Administration (Library Fund)



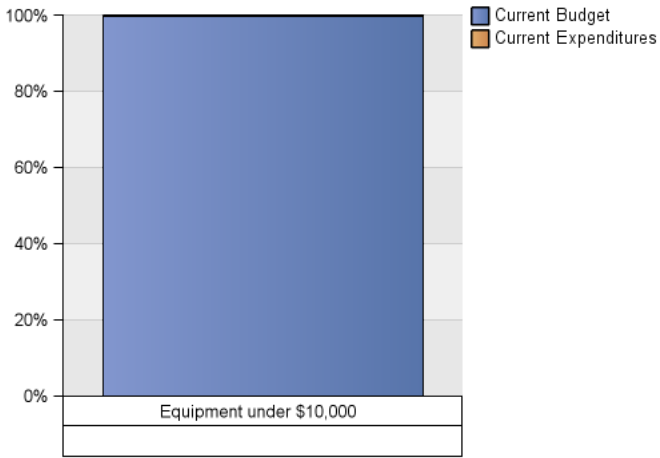
Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Library	Administration	221-9010-455-20-10	Contractual Services	\$1,166.17	\$63,323.49	\$20,084.11	\$125,851.00	\$41,277.23	\$116,946.00	33%	\$21,250.28
			221-9010-455-20-20	Dues	\$378.00	\$1,828.00	\$0.00	\$5,628.00	\$3,422.00	\$5,628.00	61%	\$378.00
			221-9010-455-24-10	Resource Sharing Alliance	(\$5,288.00)	\$65,993.00	\$0.00	\$60,795.00	\$90.00	\$68,986.00	0%	(\$5,288.00)
			221-9010-455-25-10	Utilities (Non-Phone)	\$4,149.70	\$15,725.21	\$0.00	\$40,000.00	\$20,125.09	\$47,900.00	50%	\$4,149.70
			221-9010-455-25-60	All Other Maintenance	\$16,291.38	\$9,026.59	\$13,855.90	\$70,357.00	\$31,183.13	\$60,000.00	44%	\$30,147.28
			221-9010-455-30-10	Liability Insurance	\$0.00	\$40,420.00	\$580.00	\$41,000.00	\$0.00	\$41,970.00	0%	\$580.00
			221-9010-455-30-15	Telephone	\$559.16	\$3,461.95	\$300.00	\$9,000.00	\$4,678.89	\$12,000.00	52%	\$859.16
			221-9010-455-30-25	Postage & Printing	\$119.90	\$4,932.75	\$8,657.25	\$20,000.00	\$6,290.10	\$25,000.00	31%	\$8,777.15
			221-9010-455-30-35	Travel & Training	\$0.00	\$1,892.77	\$0.00	\$9,401.00	\$7,508.23	\$23,158.00	80%	\$0.00
			221-9010-455-30-40	Special Programs	\$477.34	\$845.68	\$6,995.07	\$15,000.00	\$6,681.91	\$9,000.00	45%	\$7,472.41
			221-9010-455-35-10	Operating Supplies	\$2,449.39	\$32,505.87	\$14,118.51	\$63,000.00	\$13,926.23	\$45,223.00	22%	\$16,567.90
			221-9010-455-35-15	Cataloging & Processing	\$1,349.21	\$3,914.10	\$8,007.29	\$15,000.00	\$1,729.40	\$18,958.00	12%	\$9,356.50
			221-9010-455-35-80	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
			221-9010-455-36-10	Adult	\$3,936.78	\$32,816.98	\$34,983.68	\$91,309.00	\$19,571.56	\$103,809.00	21%	\$38,920.46
			221-9010-455-36-15	Reference	\$399.00	\$2,201.50	\$787.00	\$6,000.00	\$2,612.50	\$6,000.00	44%	\$1,186.00
			221-9010-455-36-20	Young Adult	\$36.27	\$7,091.85	\$5,771.88	\$13,113.00	\$213.00	\$13,113.00	2%	\$5,808.15
			221-9010-455-36-25	Children	\$18,637.05	\$26,584.46	\$36,630.01	\$87,418.00	\$5,566.48	\$87,418.00	6%	\$55,267.06
			221-9010-455-37-15	Videos DVDs	\$1,005.58	\$6,025.74	\$12,611.92	\$16,000.00	(\$3,643.24)	\$43,709.00	-23%	\$13,617.50
			221-9010-455-37-20	Audio Books	\$859.03	\$5,891.93	\$11,207.76	\$20,000.00	\$2,041.28	\$45,000.00	10%	\$12,066.79
			221-9010-455-37-30	Music CDs	\$124.06	\$1,334.76	\$1,605.44	\$4,500.00	\$1,435.74	\$6,556.00	32%	\$1,729.50
			221-9010-455-38-10	Periodicals	\$7,569.85	\$2,836.80	\$2,842.15	\$16,995.00	\$3,746.20	\$16,995.00	22%	\$10,412.00
			221-9010-455-38-20	Public Access Software	\$2,522.37	\$45,450.78	\$375.00	\$80,000.00	\$31,651.85	\$145,861.00	40%	\$2,897.37
			221-9010-455-92-22	To Library Replacement Fd	\$0.00	\$31,115.07	\$0.00	\$37,828.00	\$6,712.93	\$71,991.00	18%	\$0.00
			221-9010-455-95-02	To Water Fund	\$152.22	\$912.17	\$0.00	\$3,267.00	\$2,202.61	\$3,267.00	67%	\$152.22

		221-9010-455.95-10	To Stormwater Management	\$50.60	\$303.60	\$0.00	\$773.00	\$418.80	\$773.00	54%	\$50.60
		Summary		56,945.06	406,435.05	179,412.97	853,235.00	210,441.92	1,020,261.00	0.25	236,358.03

Nov 6, 2021

Budget to Actual Expenditures

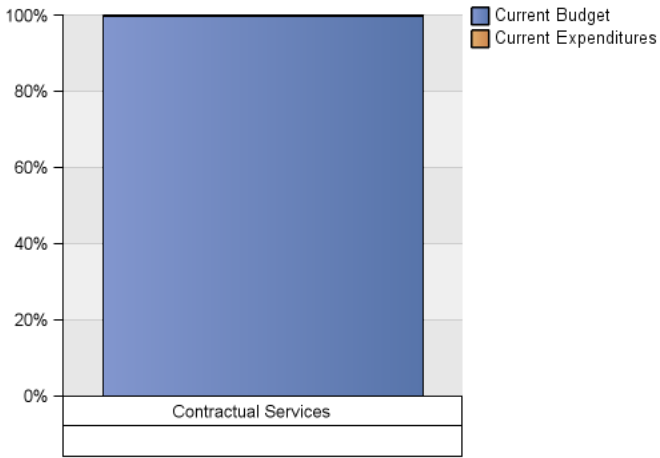
Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under \$10,000	\$505.97	\$7,300.00	\$0.00	\$142,650.00	\$134,844.03	\$177,000.00	95%	\$505.97
Summary					505.97	7,300.00	0.00	142,650.00	134,844.03	177,000.00	0.95	505.97

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455.20-10	Contractual Services	\$1,950.00	\$48,225.06	\$16,467.64	\$972,181.00	\$905,538.30	\$1,000.00	93%	\$18,417.64
Summary					1,950.00	48,225.06	16,467.64	972,181.00	905,538.30	1,000.00	0.93	18,417.64

NPL Circulation Statistics



October 2021

	Year to Date			Month		
	2019-2020	2020-2021	2021-2022	2019	2020	2021
Juvenile						
Books	213,770	72,804	222,769	26,031	19,682	31,176
Videos *		745	1,390		192	268
Audios	6,428	2,061	7,209	760	501	1,023
Magazines	337	47	146	16	17	22
Other	232	42	283	31	7	52
Juvenile - Total	220,767	75,699	231,797	26,838	20,399	32,541
Teen						
Books	10,170	4,954	10,398	806	1,273	1,203
Audios*		43	38		9	6
Magazines	6	0	9	0	0	2
Teen - Total	10,176	4,997	10,445	806	1,282	1,211
Adult						
Books	69,576	29,857	74,501	7,650	7,634	10,816
Videos	21,063	7,890	21,082	2,055	2,110	3,288
Audios	15,979	3,656	8,062	2,064	764	1,287
Magazines	2,352	533	1,562	227	170	175
Other	8,314	1,115	5,278	905	227	849
Adult - Total	117,284	43,051	110,485	12,901	10,905	16,415
Digital Content						
eAudiobooks**	8,896	11,433	11,256	1,335	1,513	1,579
eBooks**	13,342	21,414	16,837	1,934	2,749	2,360
Magazines	717	2,915	1,021	113	478	208
Music	4,149	1,897	187	608	52	38
Streaming Video	931	2,972	2,313	212	337	201
Digital Content - Total**	28,035	40,631	31,614	4,202	5,129	4,386
Total Circulation**	376,262	164,378	384,341	44,747	37,715	54,553

* Juvenile videos & Teen audios were not counted in these departments prior to April 2020

** eAudiobook & eBook numbers were incorrectly reported prior to April 2021, so these numbers have been adjusted

NPL Collection Holdings



October 2021

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	84,344	84,460	476	-360	3,842	-2,763
Videos	965	965	0	0	0	-292
Audios	2,300	2,374	83	-9	122	-71
Magazines	260	280	22	-2	76	-7
Other	147	147	0	0	13	7
Juvenile - Total	88,016	88,226	581	-371	4,053	-3,126
Teen						
Books	5,848	5,688	65	-225	353	-570
Audios	39	39	0	0	0	-56
Magazines	45	45	0	0	6	1
Teen - Total	5,932	5,772	65	-225	359	-625
Adult						
Books	54,030	54,044	310	-296	2,226	-3,443
Videos	15,553	15,610	61	-4	327	-310
Audios	13,680	13,700	22	-2	219	-60
Magazines	2,630	2,740	137	-27	766	-119
Other	2,077	2,087	15	-5	75	-23
Adult - Total	87,970	88,181	545	-334	3,613	-3,955
Total Collection	181,918	182,179	1,191	-930	8,025	-7,706

NPL Digital Content by Month



This dashboard tracks the number of downloads or uses by month for our different digital content platforms.

	6.21	7.21	8.21	9.21	10.21	
eRead Illinois						
eAudiobooks	325	291	274	303	297	
eBooks	380	421	401	331	395	
eRead Illinois Total	705	712	675	634	692	
Freanding						
	2	1	7	9	1	
Hoopla						
eAudiobooks	771	745	737	725	745	
eBooks	405	415	491	504	481	
Movies/TV	90	82	67	81	110	
Music	25	20	28	31	38	
Hoopla Total	1,291	1,262	1,323	1,341	1,374	
Kanopy						
Kids Play Credits	6	2	3	3	3	
Series Play Credits	4	1	0	3	0	
Kanopy Total Videos Played	159	280	210	197	87	
OverDrive						
eAudio	621	386	586	496	537	
eBooks	1,557	1,589	1,461	1,401	1,483	
Magazines	107	122	139	179	208	
Great Courses views/licenses	2	1	1	1	2	
IndieFlix views/licenses	1	2	3	4	1	
Stingray Qello views/licenses	2	0	1	0	0	
*Craftsy views/licenses	-	-	-	-	1	
OverDrive Total	2,285	2,097	2,186	2,076	2,228	
Totals						
eAudiobooks	1,717	1,422	1,597	1,524	1,579	
eBooks	2,344	2,426	2,360	2,245	2,360	
Magazines	107	122	139	179	208	
Music	25	20	28	31	38	
Streaming Video	254	365	282	283	201	

*Craftsy was added to OverDrive in October 2021

NPL Monthly Statistics



October 2021

Library Card Registration

Registration - Fiscal Year 2022

	Beginning count	Registered	Purged	Cards in force YTD	FY21	FY20
Adult	24,498	245	-5	24,738	34,833	33,484
Teen	3,037	5	-5	3,037	3,509	3,273
Juvenile	7,690	10	-9	7,691	9,293	8,437
Total	35,225	260	-19	35,466	47,635	45,194

Patron Count	Current Month	Current YTD	FY21	FY20
Door Count	11,725	76,320		
Offsite programs (est)		-		
Year to Date Total		76,320	3,105	172,978

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY21	FY20
Borrowed/Rec'd	2,707	19,794	13,354	10,732
Loaned	2,981	20,992	12,048	12,382
Reciprocal borrowing	11,195	82,744	20,254	142,291

Public PC Area

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	0	0	0	5
Adult	605	444	44	2,948
Public Laptop	40	41	62	707
Quick-Use	-	-	-	-
Totals	645	485	45	3,660

*Use of Children's PCs was for testing purposes - these are not currently available for patrons.

normalpl.org Site Statistics



October 2021

	Annual Totals Year to Date			October		
	FY 2020	FY 2021	FY 2022	2019	2020	2021
Site Views over time						
Pageviews	243,337	160,268	185,874	32,782	24,561	29,213
Unique Pageviews	191,515	130,445	148,759	25,864	20,323	23,341
Sessions	118,054	85,534	98,558	16,396	13,994	14,991

Top Viewed Pages FY 2022

/	92,491
/events/month	4,871
/reading-challenges	3,546
/databases	3,437
/events/upcoming?status=1	3,071
/books-more/ebooks-eaudiobooks	2,949
/about-us/get-involved	2,893
/services/my-account	2,871
/events/upcoming	1,950
/books-more	1,839

Usage by Device FY 2022

Desktop	57.1%
Mobile	40.3%
Tablet	2.6%

Top Viewed Pages October 2021

/	12,929
/events/month	1,149
/databases	586
/events/upcoming?status=1	547
/events/month/2021-11	524
/hauntings-history-bloomington-normal	504
/services/my-account	385
/books-more/ebooks-eaudiobooks	378
/visit-npl-treat-feast	365
/halloween-family-party	344

Usage by Device Oct 2021

Desktop	54.2%
Mobile	43.3%
Tablet	2.5%

Normal Public Library
Closed dates - 2021

Friday, January 1	Closed
<i>[Monday, January 18</i>	<i>Float; library is open (full-time holiday to be used within 30 days)]</i>
Sunday, April 4	Closed
Sunday, May 30	Closed
Monday, May 31	Closed
Sunday, July 4	Closed
Monday, July 5	Closed
Sunday, September 5	Closed
Monday, September 6	Closed
Wednesday, November 24	Close at 5:00 PM
Thursday, November 25	Closed
Friday, November 26	Closed
Friday, December 24	Closed
Saturday, December 25	Closed
Sunday, December 26	Closed <i>[Note: This is unique to 2021.]</i>
Friday, December 31	Close at 5:00 PM Closed (for Saturday, January 1, 2022)

Approved by NPL Board of Trustees October 28, 2020; **Revised November 17, 2021**

Normal Public Library - FY2021 Assessment Regarding Standards for Illinois Public Libraries

1 – Core Standards

The Normal Public Library (NPL) Board of Trustees and the Library Director reviewed "Serving Our Public 4.0: Standards for Illinois Public Libraries" in its entirety. NPL could improve service to the community by offering a larger facility, more space for growing physical collections, additional programming space, study rooms, collaborative spaces and staff spaces to meet our changing needs. Our 2021-2024 strategic plan is nearly complete, and soon we will update our technology plan. Communication with the community continues to increase, as does promotion of resource sharing opportunities. Having completed our most recent building program in 2016, we will conduct a study to define space needs, determine optimal use of our current space, and complete a facility master plan to appropriately identify, budget for and schedule necessary facility improvements and maintenance. We will advocate for funding for a new facility.

2 – Governance and Administration

We will develop a communications plan to continue to improve and ensure our sustained engagement with the community. All policies will be reviewed by the board on a regular basis, no less frequently than every two years. A succession plan will be developed to help fill anticipated needs for library leadership and other key personnel.

3 - Personnel

Continued efforts to improve our overall human resources functions will result in improved job descriptions and orientation for staff, as well as additional improvements in recruitment, wellness, safety, professional development and risk management. Strategic planning has revealed a need for a professional staff member to manage and improve our human resources operations. Staff and trustees will continue to be encouraged to attend local, state, regional and national conferences and trainings, and to stay informed via library literature and other relevant sources. An internal monthly newsletter to staff will be implemented in January 2021, and will include training reminders, introductions to new staff, opportunities for input and more.

4 – Access

Currently we are unable to provide adequate facility space to meet the growing needs of our community. Having completed our most recent building program in 2016, we will plan for an updated study to define space needs, determine optimal use of our current space, and complete a facility master plan to appropriately identify, budget for and schedule necessary facility improvements and maintenance. We will advocate for funding for a new facility. Parking is a challenge for us, though we partially overcame this challenge with a lease of 57 additional spaces in a lot adjacent to our property. With these additional spaces, our parking capacity remains 25 spaces below local code. Exterior identifying signage will be replaced in 2021, and

improved internal signage is being explored. We are testing LED light fixtures in preparation for a possible upgrade of all fixtures in the facility, to be partially funded via a grant.

5 – Building Infrastructure and Maintenance

Our facility is the cleanest it has ever been, thanks to refined cleaning specs and methods, updated equipment and supplies, and a staff of six part-time custodians - at least one of whom is present anytime the building is occupied. Quarterly window cleaning and gutter cleaning have been implemented. Though we do not yet have the expertise to strip and wax our VCT flooring, that is an improvement we hope to make in 2021. We need to formally evaluate our building facade, masonry, windows and glazing at least once per year. Our parking lot was resurfaced in 2019, and will likely benefit from restriping in fall 2021. Thanks to a Live and Learn Grant, we recently constructed four accessible restrooms on the main floor. The accessibility and efficiency of these restrooms is greatly improved for patrons and staff. We increased our HVAC MERV filters, and we are exploring UV ionization and bipolar oxidation for duct sterilization.

6 - Safety

We can improve our disaster planning and emergency preparations by increasing the frequency of our staff training, adding signage to our designated tornado shelter, creating a floor plan showing locations of emergency-related items and by creating a building safety checklist. Our disaster plan includes prioritization and salvage procedures, but it needs to be reviewed more frequently (quarterly). We plan to implement an improved security camera system and related policy in early 2021.

7 – Collection Management

Our budget for physical and digital collections is approximately 12% of our operating budget, and we expect increased expenses for digital due to pay-per-use pricing models. System-wide holds via the Resource Sharing Alliance are widely used, but we can improve our promotion of Find More Illinois and other resource sharing opportunities for our patrons. We continue to use Collection HQ to help us evaluate our physical collection. We are transitioning away from RBdigital and embracing the opportunities available for us to provide popular digital content to our community. In 2020 we eliminated overdue fines and DVD fees, both of which contributed to reduced barriers and greater access for patrons.

8 – System Member Responsibilities and Resource Sharing

We can improve our promotion of statewide cooperative services such as Find More Illinois and I-Share. Additionally, we can improve our staff training regarding resource sharing beyond system-wide holds. Our message to the community will emphasize that our access to materials goes well beyond the RSA, and we are here to help patrons get the materials they desire. The Library Director currently serves on the RAILS Resource Sharing Committee, whose charge is to "investigate and recommend ways to improve and increase resource sharing in Illinois,

particularly among member libraries in RAILS, to provide the best library services to Illinois residents and optimize the use of tax dollars," and as a coordinator of the ILA Central Illinois Library Legislative Meet-Up.

9 - Public Services: Reference and Reader's Advisory Services

We are exploring how to best improve ongoing reference and reader's advisory training for staff to ensure patrons are fully aware of how to best use our electronic resources and digital content. Our Reference Policy will be updated in 2021, and we are currently evaluating our reference service to identify any improvements. We link to voter information, and will curate a web page to include local and state maps, ordinances, codes, minutes of local government meetings and information about local history and events, as most of this information is no longer provided to us in print. We currently offer NoveList as a reader's advisory tool, and are exploring additional opportunities via Beanstack. Our growing "browser pack" service has been a great opportunity for staff to use their reader's advisory skills to serve our patrons. Soon we will add NextReads content to our website, rather than providing this content only via email.

10 – Programming

We can improve our efforts to ensure patrons are fully informed regarding how to best utilize our online catalog, databases and digital content, and will identify specifically how to best accomplish this. Our outreach efforts have been steadily increasing, and we see additional possibilities for making improvements in this regard, particularly for patrons who are unable to physically get to our facility. Programming throughout COVID has raised our awareness of the importance of programming that may be offered virtually or presented in packets (picked up via curbside) and completed at home. We have heard positive comments from patrons who are now participating in programming for the first time due to our new offerings, and we want to continue serving them well in the future. Currently we are identifying how to improve our offerings to seniors who are isolated and often unable to access online programming.

11 - Youth/Young Adult Services

We have a long history of providing excellent services, collections and programs to youth. Our recent elimination of library fines and DVD fees greatly reduced financial barriers of use for youth. Currently we are expanding cross-training of staff to grow the number of staff who have extensive knowledge of all things children's and teen. Though we are constantly evaluating service for youth, it would benefit us to step back and identify any improvements we can make, particularly in the display of, and in the ease of using, our collections. We have had success with intergenerational programming, and see opportunities for additional offerings in the future. We see an opportunity to reach more youth by continuing to offer programming in packets (picked up via curbside) to be completed at home.

12 – Technology

In 2021 we plan to replace public computers, update our Internet use policy, install digital displays to replace the projectors in our meeting rooms and update our technology plan. Thanks to a Digital Network Access Grant, we will complete an assessment of our Wi-Fi to determine optimal design and implementation for both patrons and staff, including additional access in at least a portion of our parking lot. We are preparing for an active directory merge with the Town of Normal, to further enhance the security and efficiency of our technology infrastructure. Following a recent study of our website by a Needs Assessment and Usability class at University of Michigan, we will modify our website to make it more intuitive and effective.

13 – Marketing, Promotion and Collaboration

We do not currently have a communications plan, but will work to complete one in 2021. Our communications efforts improved a great deal throughout COVID. We recently began using Constant Contact to regularly inform patrons of pertinent library news and updates. The board does not currently complete a formal walk-through of our facility, but we will implement this as an annual event. As our marketing and promotion efforts continue to increase, we should formalize our budget for public relations and marketing activities. Our Community Engagement Manager is taking on increased responsibility in coordinating marketing efforts, in partnership with our Graphic Designer. Any staff member who has a need to promote an event or service can easily and efficiently get the word out via our current workflow. We are in the process of strategic planning, and working to define how to best receive ongoing input and ideas from patrons.